

Date Mailed  
September 7, 2000

BEFORE THE  
PUBLIC SERVICE COMMISSION OF WISCONSIN

Investigation on the Commission's Own Motion Into the Proper  
Uniform System of Accounts for Class A and B Privately Owned  
Electric and Gas Utilities

05-US-111

**NOTICE OF PROCEEDING, INVESTIGATION,  
AND ASSESSMENT OF COSTS**

**THIS IS A PROCEEDING** to consider the request of the Wisconsin Utilities Association (WUA) to change two of the records retention periods contained in the Commission Records Retention Regulations for Electric, Gas and Water Utilities (Retention Regulations).

On July 1, 1992, the Commission issued a Supplemental Order Prescribing Regulations to Govern the Preservation of Records (Supplemental Order) in dockets 2-U-5005 and 2-U-5396, the dockets originally prescribing regulations governing the preservation of utility records.<sup>1</sup> The Supplemental Order contained, as an attachment, a copy of the Retention Regulations and ordered its adoption for use by electric gas and water utilities.

On July 28, 1999, the Commission received a request from the WUA to change the records retention periods contained in the Schedule of Records and Periods of Retention. The WUA is requesting two changes. The first is to eliminate at page 17 the reference to footnote 13 in paragraph 18 Payroll Records, (d) Paid Checks, receipts for wages paid in cash and other evidences of payments for services rendered by employees. The second is to change at page 47 Retention Period from 6 months to 3 months in paragraph 54 Collection Reports and Records, (b) Bill Stubs, Copies of Bills, Collection Slips, and other records pertaining to collections, summarized or detailed in daily or periodic cash reports.

**NOTICE IS GIVEN** that the Commission considers it necessary, in order to carry out its duties, to investigate all books, accounts, practices, and activities of the applicant. The expenses incurred or to be incurred by the Commission which are reasonably attributable to such an investigation will be assessed against and collected from the applicant in accordance with the provisions of Wis. Stat. § 196.85 and Wis. Admin. Code ch. PSC 5.

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<sup>1</sup> The Original Orders in these dockets, issued January 5, 1959, (2-U-5005) and December 19, 1989, (05-US-103) prescribed uniform systems of account to be used by municipal and private utilities. There have been supplemental orders issued in both these dockets on various dates.

Docket 5-US-111

This is a Type II action under Wis. Admin. Code § PSC 4.10(2). An environmental assessment was prepared to determine if the preparation of an environmental impact statement is necessary under Wis. Stat. § 1.11. It has been determined that no significant environmental impacts are likely and therefore an environmental impact statement is not required.

The Commission does not discriminate on the basis of disability in the provision of programs, services, or employment. Any person with a disability who needs accommodations to participate in this proceeding or who needs to obtain this document in a different format should contact the case coordinator listed below.

Questions regarding this matter may be directed to case coordinator Dennis Tuohy at (608) 267-9159.

Dated at Madison, Wisconsin, \_\_\_\_\_

By the Commission:

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Lynda L. Dorr  
Secretary to the Commission

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